



View bulletin: 23761BR : SENIOR STAFF ANALYST, COMMISSION SERVICES

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Bulletin template: Transfer Opportunity

Bulletin details SENIOR STAFF ANALYST,
COMMISSION SERVICES

Bulletin status Open

Item Number 0960 SENIOR STAFF ANALYST, COMMISSION SERVICES

Position Title SENIOR STAFF ANALYST, COMMISSION SERVICES

Requirements Permanent employees of Los Angeles County who currently hold the payroll title of Senior Staff Analyst, Commission Services or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit their interest.

Permanent County employees who meet the requirements are invited to make their interest known by submitting: 1) cover letter with employee number; 2) resume detailing relevant experience; 3) copies of your last two years Performance Evaluations and; 4) two years of Time History Report.

NOTE: ALL REQUIRED DOCUMENTS WILL BE ACCEPTED VIA ONLINE FILING ONLY.

All materials submitted will be evaluated, and only the most qualified individuals will be invited to participate in an interview.

Department Board of Supervisors Executive Office

Analyst Morris, Fanita (213-974-1421)

Manager Morris, Fanita (213-974-1421)

Number of Vacancies 1

Positions Remaining 1

Allow Reapplies Yes

Additional Title

Job Field Administration

Job Type Administrative Support

Region

Type of Recruitment Transfer Opportunity

Filing Type Open Continuous

Filing End Date

Filing End Time

Duties

- Complies, analyzes, evaluates, and prepares data required for commission directives, planning, and evaluation activities; develops recommendations based on analysis and evaluation of findings.
- Establishes systems and methods of information and data collection, research designs and techniques; prepares and maintains data and statistical records related to assigned specific areas of study.
- Collects field data and information for use in planning and evaluation related studies; maintains and updates statistical records and reports for ongoing trend analysis.
- Provides technical guidance and support to journey-level planning analyst in resolving issues related to studies, research, and investigations.
- Conducts or leads the most complex, difficult, and highly specialized assignments and research related studies that have Countywide impact and are highly sensitive.
- Conducts the more complex studies, research analysis, and investigates issues that directly affect commission and committee directives, objectives and goals, policies, and other planning and evaluation activities.
- Conducts complex needs assessment studies and develops recommendations for comprehensive planning of services and activities, priority setting, and resource allocations.
- Provides information and recommendations to commission and committee members, executive directors, Board of Supervisors, County departments, and other agency representatives based on conducted research studies and analysis of information or data.
- Produces reports and makes oral presentations to the commission, committees, community groups, and other agencies to explain study or project results, statistical summaries and findings.
- Communicates with other professionals to coordinate activities, exchange information and resolve technical issues or concerns related to planning and evaluation activities.
- Coordinates with commission or committee members and inter-agency representatives the scheduling of meetings and the conduct of various activities and assignments.
- Implements and monitors grant funded programs with responsibility for fiscal management, operations, evaluations, and administration.
- Attends meetings of the commission,

committees, and workgroups and participates in discussion and formulation of recommendations to the Board of Supervisors.

- Assists commission or committee members in the preparation of commission or committee meetings and professional conferences by designing and developing presentations including statistical graphs and tables.

Desirable Qualifications

- Extensive knowledge and experience using Microsoft Excel, when completing and analyzing charts, formula, and other data interpretation.
- Thorough experience analyzing data and generating trend analysis, matrix and forecasting trends and other data.
- Extensive statistical and analytical research skills and the ability to formulate sophisticated analyzes using formulas. e.g., Microsoft Excel and other programs/software. .
- Ability to sort and analyze statistical data using Excel and other Microsoft programs.
- Effective understanding and use of technology are critical to the successful performance of the duties of this position.
- Experience in utilizing information technology in phases of planning, coordinating and administering data; managing complex data in the system; and conducting research on the internet to collect data and other information.
- Excellent computer and data tracking skills, including Microsoft Excel and Word.
- Extensive knowledge of County policies, County Code, Civil Service Rules, and County policies and procedures.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced and dynamic environment.

Certificate(s) Required

Shift Any

General Information

Vacancy Information The vacancy is located in the Executive Office of the Board of Supervisors (Countywide Equity Oversight Panel (CEOP) Division located at 500 West Temple Street, Los Angeles, CA 90012.

Contact Name Fanita Morris

Contact Phone 213-974-1421

Contact Email fmorris@bos.lacounty.gov

PAR Information

PAR Number

Position Id**Document Id****Expiration Date****Unit****Contact Name 2****Contact Number 2****Other Information****Bulletin Notes**

Bulletin team	Name	Dept.	Job title	Phone	Fax
	Morris, Fanita (213- 974- 1421)	Board of Supervisors	Senior Departmental Personnel Technician	213-974- 1421	213- 626- 1398
	Bryant, Ester ((213) 974- 1421)	Board of Supervisors	Head Board Specialist	(213) 974-1421	(213) 626- 1398

Turn-off Autofiler notification for this bulletin ☒**Bulletin Number** 23761BR**To be completed after the bulletin has been filled****Bulletin Number** 23761BR**Added by** Morris, Fanita (213-974-1421)**Added on** 30-Jul-2013